



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

December 15, 2009

To: All Department Heads

From: William T Fujioka
Chief Executive Officer

ENERGY SAVING IDEAS

Saving energy and water in County facilities is equally important for both our budget and the environment. During the California energy crisis of 2000 and 2001, the County established many energy conservation measures that reduced energy consumption in our facilities up to 10%. In 2008, we implemented water conservation measures that reduced water usage by 10%. The County's total utilities budget is approximately \$200 million annually, so a 10% reduction in consumption could save the County approximately \$20 million annually.

Attached is a short list of energy and water efficiencies that can be implemented in every department by every County employee at no cost. Also, listed below are websites that provide more extensive lists of money saving energy conservation tips:

http://www.fypower.org/com/tools/energy_tips.html

<http://www.business.gov/expand/green-business/energy-efficiency/energy-saving/>

http://www.consumerenergycenter.org/tips/business_summer.html

Each County department should initiate every effort to implement conservation measures, and to re-emphasize to each employee the importance of saving energy and water. We will save energy, water and money if we each make it a priority.

The Internal Services Department (ISD) will provide this Office with periodic status reports on energy usage in major County buildings. The Chief Executive Office staff will monitor building energy usage and follow up with applicable departments regarding their achievement of potential savings. Our efforts also will be shared with the Board on a quarterly basis.

"To Enrich Lives Through Effective And Caring Service"

**Please Conserve Paper – This Document and Copies are Two-Sided
Intra-County Correspondence Sent Electronically Only**

All Department Heads
December 15, 2009
Page 2

The ISD Energy Management Division can also provide assistance on larger scale energy efficiency measures. If you have any questions, please contact Brian Roberts of ISD at (323) 267-3010.

Thank you for your cooperation and assistance in this matter.

WTF:EFS
TT:JJ:cg

Attachment

c: Each Supervisor
Internal Services Department

K:\Board Memos\CEO Board Memos Word\12-15-09 Energy Saving Ideas.doc

Energy Saving Tips

Lighting

- Natural light should be used whenever possible; avoid turning on overhead lights when they are not needed.
- Consider using task lighting (desk lamps) when possible; reducing the need for overhead lighting in the room.
- If you are going to be away more than 5 minutes, turn your lights off, even if they are fluorescent. The startup cost of fluorescent lighting is minimal compared to leaving the lights on for 5 minutes or longer.
- Turn off unneeded and unnecessary lighting, especially in unused offices, conference rooms, restrooms, copy rooms, break rooms, storage rooms, and internal spaces not in frequent/constant use (backrooms).
- When rooms or buildings are unoccupied, lights not needed for safety and security purposes should be turned off.

Computers, Monitors & Printers

- The power management features of computers and monitors should be activated so that when a computer is left unused, the machine powers down to "sleep" mode.
- Computers that are not accessed remotely should be turned off at the end of the business day and on weekends unless otherwise directed.
- If appropriate, use laptop computers -- they consume 90% less energy than standard desktop computers.
- Do not print out copies of emails or other documents unless necessary.
- Use duplex printing and copying when available.

Other equipment

- Copiers that do not automatically turn off after a period of inactivity should be turned off at night and during the weekend.
- Turn off all unused electrical appliances such as printers, copiers, coffee makers, and fans when not in use. When possible, plug electronics into a power strip that can be turned off at night to avoid phantom loads.
- Maintain refrigerators and freezers in optimal working order by keeping coils clean and doors properly sealed.

Special Considerations for the Heating Season

- The temperature in occupied rooms should be maintained at 68 - 70 degrees.
- Windows should be firmly closed and locked to prevent air seepage. Doors should be closed when rooms are not in use.
- Do not permit the use of portable electric space heaters.
- Blinds and curtains should be opened during the day to allow sunlight in for solar heat gain. In the evenings, close blinds, drapes, and curtains to reduce thermal heat loss.
- Dress appropriately for the season; wear layers of clothing during the winter months.

Special Considerations for the Cooling Season

- The temperature in occupied rooms should be maintained at 76 degrees.
- Outside doors and windows should be kept closed when cooling equipment is in use.
- Wear appropriate light clothing.
- Blinds and curtains should be closed at certain times of the day to prevent direct sunlight from entering the space during the cooling season.

General Recommendations for the Work Environment

- Be aware of the scheduled hours of building operations and plan work accordingly; do not expect buildings to have fully operational HVAC systems during evenings and weekends when there is minimal occupant use.
- Wear clothing appropriate to the seasons.
- Keep all doors and windows in air conditioned spaces closed whenever possible.
- Be sure to place the faucet lever on sinks in the cold position when using small amounts of water; placing the lever in the hot position uses energy to heat the water even though it never reaches the faucet.
- Water leaks, dripping faucets, and fixtures that do not shut off should be reported to your building proprietor.